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County of Los Angeles COMMUNITY AND SENIOR SERVICES

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Enriching Lives Through Effective and Caring Service

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January 12, 2012

To: Potential Vendor

Subject: **RFP Community and Senior Center Automation Solution**

The Los Angeles County Community and Senior Services is issuing this Request for Proposals (RFP) to solicit proposals from qualified proposers for an agreement with an organization that can provide an existing off the shelf Web application as Software as a Service that will support a wide variety of senior activities provided by its fourteen (14) Senior and Community Centers. The proposed solution will include hosting services, data storage, backup and maintenance operations by the proposer. The proposed application must currently exist as an Senior and Community application in jurisdiction(s) that can be equated to Los Angeles County.

The desired features include, but are not limited to, extensive reporting and tracking of activities, local center capabilities to handle calendaring, schedules and reporting using non-technical staff, enabling constituents to access information, schedule themselves for classes, enroll in center programs or many other center activities, select meals and pre-register with the centers.

Carefully review the minimum requirements, security requirements and desired features in the attached RFP to determine if you qualify to respond to the RFP. Additionally, there is an attached Statement of Work, a required Agreement and other forms, exhibits and response documents that collectively form the RFP. The entire RFP and other supporting information is available on our CSS website for downloading : <http://css.lacounty.gov/contracts-rfp-rfi-rfq.aspx>.

All contacts with Los Angeles County regarding this RFP must go through the "Contract Manager" as stated in RFP paragraph "1.9 Contact with County Personnel", failure to comply shall result in disqualification of the proposal. RFP questions are due January 27, 2012, the RFP response is due February 13, 2012.

Thank you for your participation,

Jorge Merchan, County Project Manager
USPS at the above letterhead address with Attn: Jorge Merchan

JM/FD